

Memorandum of Understanding
Between
AFGE Local 2923 and NIEHS
External Awards

The Parties understand that this MOU covers external awards of Federal and non-Federally sponsored award programs that may be available to Agency employees. See appendix for listing of such awards, which is not all inclusive. This MOU covers any/all external awards that bargaining unit employees may be eligible.

This is the standard process for NIEHS regarding external awards.

- 1) The NIH Workforce Services Division of Human Resources will notify the NIEHS Awards Coordinator of requests for nominations from an external source, along with any criteria for eligibility.
- 2) The Union shall normally be notified no less than two (2) business days in advance of sending the award to all employees; however, the notification shall preferably be sent sooner when practicable. Any notices less than 2 business days shall be accompanied with an explicit reason in writing as to why the Union was not notified in the normal timeframe.
- 3) The Awards Coordinator will send an all hands announcement asking for nominations.
- 4) When the award involves BUE's and when the Agency determines that they shall be involved in the selection and/or nomination regarding the award the Union shall be afforded at least the same number of Union representatives as management officials to offer comments and/or vote (if voting is used) on nominations or selectees that go forward.
- 5) The prioritized list will be sent to the Director.
- 6) All nominations will be sent to the nominee's supervisor and/or the Division Director.
- 7) The Director will select the nominees to be sent forward to NIH for review. Normally, and when applicable, the Director shall follow the recommendations/votes of those mentioned in #4 above but has the discretion to do otherwise. The Director's selections shall be sent to the Union at approximately the same time they are sent to NIH.
- 8) NIH will make a final selection and send the NIH Award nomination to the outside Requestor.
- 9) The Agency shall notify the nominee(s) of their nomination and whether or not they were selected. The Union shall be provided this information when it involves a BUE.
- 10) The Agency agrees to be fair and impartial in selecting the best qualified nominations to send forward to the NIH.

Nothing in this document changes or waives either party's rights.

For the Agency:

/s/ Noreen Gordon
Labor and Employee Relations Specialist

1 March 2011

For the Union:

/s/ Bill Jirles
President, AFGE Local 2923

3-1-11

Appendix

- Achievement in Managing Information Technology Award
- Arthur S. Flemming Award
- Charles A. Bradshaw Award
- Donald L. Scantlebury Memorial Award
- Everett O. Alldredge Award
- Executive Excellence Awards
- Federal Women's Program Achievement Award
- Federal Leadership Conference Award
- Federal Property Manager Award
- Federal Telecommunications Systems 2000 Award
- GEICO Public Service Award
- Information Resource Management Award
- Innovations in American Government Award
- Kennedy International Prizes in Mental Retardation
- Linda Trunzo Humanitarian Award
- Mary D. Pinkard Leader in Federal Equity Award
- National Partnership Award
- National Public Service Award
- President's Council on Management Improvement (PCMI) Awards for Management Excellence
- President's Quality Award
- Public Service Excellence Award
- Roger W. Jones Award for Executive Leadership
- Volunteer Action Award
- William A. Jump Memorial Award
- Volunteer Action Award